



2<sup>nd</sup> Annual NASA/JPL  
Small Business Symposium  
& Awards Ceremony

***NASA Mentor Protégé  
Program-Making a Difference***

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Office of Small Business Programs  
NASA Headquarters*

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- A NASA Center-focused Mentor-Protégé Program
- A value-focused program that is aligned with Center goals and NASA's current and future strategy and mission
- Enhancing the capabilities of eligible Protégés to perform as prime contractors, subcontractors and suppliers under contracts
- To facilitate the formation of long-term business relationships
- Clear guidance and documented processes and procedures

## New NASA MPP

- Results-oriented
- All information and templates are available on the Office of Small Business Programs (OSBP) website at <http://osbp.nasa.gov/>
- Mentors receive credit reported on their ISRs
- Centers accept agreements 3x's a year
  - **January 15**, May 15, September 15
- **Award Fee Pilot Program**
  - The introduction of an Award Fee Pilot Program, where Mentors are eligible for the receipt of an award fee for providing developmental assistance to NASA SBIR Phase II companies.



## ➤ **Expanded Protégé eligibility categories to include:**

- Small Disadvantaged Business (SDB)
- Woman-Owned Small Business (WOSB)
- Historically Black College or University (HBCU)
- Minority Institution (MI)
- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Historically Underutilized Business Zone (HUBZone) Concern
- A company participating in the AbilityOne Program
- The introduction of an Award Fee Pilot Program for Mentors working with NASA SBIR Phase II companies

## ➤ Mentors:

- Must have an active and approved subcontracting plan and be eligible for the award of federal contracts on a NASA contract
- Mentor applications are submitted directly to NASA OSBP
- Mentor approval is for a six year period

## ➤ Protégés:

- Currently must be either a SDB, WOSB, HBCU, MI, VOSB, SDVOSB, HUBZone, AbilityOne or a NASA SBIR Phase II Company
- May not participate in the Program more than twice



## ➤ **For Mentors:**

- Develop long-term business relationships with small business concerns
- Develop a qualified small business subcontracting base
- Credit applied toward Small Business subcontracting goals

## ➤ **For Protégés:**

- Relevant technical and developmental assistance
- Eligible to receive sole source awards from Mentor

## ➤ **For All Participants:**

- Teaming opportunities with their partner to win new contracts and/or subcontracts
- Participation in the MP Program as a marketing tool
- Helpful in Source Selection Evaluations



# Steps to Participation

1. Establish initial eligibility
2. Identify a partner
3. Conduct a needs assessment of the Protégé
4. Develop the agreement
5. Submit agreement to the cognizant NASA Center
6. Agreement approval from NASA HQ
7. Agreement start upon contract modification
8. Comply with the Program reporting and review requirements





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## NASA Mentor- Protégé Program

+ VISION & MISSION

+ AA'S BIO

+ SMALL BUSINESS PROGRAMS

- NASA MENTOR-PROTÉGÉ  
PROGRAM (MPP)

+ APPROVED MENTORS

+ PROGRAM UPDATE  
STATUS

+ STEPS TO PARTICIPATION

+ POLICY

+ FAQs

## NASA OFFICE OF SMALL BUSINESS PROGRAMS

### Mentor-Protégé Program



### NASA MENTOR-PROTÉGÉ (M-P) PROGRAM

The NASA Mentor-Protégé Program is designed to encourage NASA prime contractors to assist eligible Protégés in enhancing their capabilities to perform NASA contracts and subcontracts, foster the establishment of long-term business relationships between these entities and NASA prime contractors, and increase the overall number of these entities that receive NASA contract and subcontract awards.

For additional information about the M-P Program, please view the pages below.

- [Approved Mentors](#)
- [Program Update Status](#)
- [Steps to Participation](#)
- [Policy](#)
- [Frequently Asked Questions](#)



Mentor-Protégé Program  
GUIDEBOOK

- Twenty (20) Mentors
- Thirteen (13) Mentor Protégé Agreements
- Ten (10) SDB's
  - Of which three (3) are 8(a)'s
- Three (3) WOSB's
- Two (2) HBCU/MI's
- Three (3) VOSB
  - Of which two (2) are SDVOSB's
- Three(3) HUBZones
- One (1) SBIR Phase II
- **Total Dollar Value of all Thirteen Agreements:\$2,691,006**



# Advanced Topics: Company Self Evaluation Protégé

- What skills does your company need to get to the next level? Strategic Vision
- Are these Business Development Skills or Technical Skills?
- Which Company would be best to provide these skills? How do I choose a mentor?
  - Previous Association
  - Geographic Proximity
  - Mentor's Ability and Attitude
  - Commitment to the Program



- What benefits do we get out of the program?
- Which Company should we mentor? How do I choose a protégé?
  - Previous Association
  - Geographic Proximity
  - Mentor's Ability and Attitude
  - Commitment to the Program
  - Protégé's Capabilities
  - Commitment of Both Parties
  - Stability of the Protégé
  - Protégé's Past Performance
  - Subcontract Expectations
  - Previous Contracts or Subcontracts with Protégé

- Engineering and technical assistance
- General business management and other developmental assistance (e.g., certifications)
- Awards of subcontracts under NASA contracts or other contracts, on a non-competitive basis
- Investment(s) in the Protégé in exchange for an ownership interest in the Protégé, not to exceed ten (10) percent of the total ownership interest. Investments may include but are not limited to cash, stock, contributions in kind, etc.

# Advanced Topics: Technical Transfer (70%)

- Quality Management programs: ISO 9000 certification, SEI/CMM certification
- Logistics systems: supply chain management, transportation management
- Sensing and imagery
- Environmental remediation system design
- Hazardous material control
- Metal machining
- Lean Six Sigma
- Fiber optics systems design
- Network systems: design and engineering, implementation
- Information system design
- Tooling design and fabrication
- Product assembly techniques



## Advanced Topics: Business Development (30%)

- Organizational planning management: strategic planning, business planning, legal / risk management, proposal development
- Business development / marketing / sales: market research, product forecasting, web-based marketing, e-commerce
- Human resource management
- Financial management
- Contract management
- Facilities and plant management: security, health and safety, OSHA standards
- Any other assistance designed to develop the capabilities of the Protégé under the developmental program



- **70/30 Split**. Hours and dollar values associated with technical transfer should be approximately 70% of the proposed hours and cost; the remaining 30% of the proposed hours and cost may be related to business development tasks.
- **Milestone Chart**. The technical proposal shall include a milestone chart (with soft dates) to track the proposed technical assistance to be provided. Metrics shall also be included to measure progress and completion of each of the major developmental tasks.

# Advanced Topics: Milestone Chart



- Claiming labor / salary is allowable for employees on the Mentor's payroll only. W2's only. No 1099's. Protégé salaries are not allowed.
- Services to be provided by HBCU/MIs, PTACs, or SBDCs for training are allowable, and should not be included in the incidental costs. Should not exceed 20 % of the total cost.
- Costs may NOT include any type of fee or profit.
- Protégé travel expenses related to training are the only Protégé expenses that are allowable.
- Incidental costs or other direct costs (ODCs) may not exceed 10 percent of the total cost of the proposal for the agreement. Examples include travel, training, equipment, software, etc.
- Purchases of capital equipment (depreciable) are not allowable.
- All Contractor Furnished Equipment (CFE) provided to the Protégé for which the Mentor receives subcontracting credit for, should be abandoned in place at the Protégé facility upon completion of the agreement.



- Merit of the developmental assistance to the Protégé
- Perceived benefit / value of the agreement to NASA
- Percentage of hours associated with technical transfer
- Subcontracting opportunities available to the Protégé
- Utilization of HBCU/MIs, PTACs, and SBDCs
- Proposed cost

# Advanced Topics: Semi-Annual Reports

- Mentors report on the progress made semiannually throughout the term of the Agreement. The report is due 30 days after the end of each six-month period, commencing at the start of the Agreement.
- Protégés are also required to submit their own individually developed semiannual report, on the progress made in employment, revenues and participation in NASA contracts during the prior six-month period. The Protégé's report, which is due at the same time as the Mentor's report, may be submitted separately or as part of the Mentor's report.
- The semiannual reports are to be submitted to the cognizant NASA Center, the NASA Contracting Officer on the Mentor's contract, and NASA HQ OSBP. A template for the semiannual report may be accessed electronically at [www.osbp.nasa.gov](http://www.osbp.nasa.gov).
- The required semiannual reports will be reviewed and used to determine whether the milestones outlined in the original Mentor-Protégé Agreement package are being met. It will also be used to assess the effect of the mentoring on the Protégé.



- FY2010 Authorization Bills
- Proposed legislation to match NASA's Mentor Protégé Program with DoD's
- Reimbursement of Costs Associated with the Program
- Multiple Credits on Subcontracting Plan for Costs Associated with the Program



# Questions?

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Sombrero Galaxy - 28 million light years from Earth -  
was voted best picture taken by the Hubble  
telescope